

Guardian Angels Catholic School
521 East Fourteen Mile Road, Clawson, Michigan 48017
Telephone: (248) 588-5545 Fax: (248) 589-7356
Website: www.gaschool.com

Kids Club Parent Handbook

Kids Club

Kids Club is a program fully licensed to provide care for children of Guardian Angels before and after school.

Kids Club IS NOT AVAILABLE ON A DROP-IN BASIS.

Mission Statement

The mission of Guardian Angels Catholic School is to proclaim Jesus Christ through sacraments and prayer by teaching Christ-centered values while encouraging academic excellence and social justice within our Catholic community.

Philosophy

Our Kids Club program provides a loving and safe environment to foster the social, emotional, and academic development of each child. Our professional staff specializes in education which promotes a love of learning that sets the stage for future academic success.

Governance

The pastor of Guardian Angels Catholic Church is responsible for the school. The responsibilities for the daily operations of the school are delegated to the Principal. The Preschool Director is responsible for the Kids Club program.

Hours of Operation

Kids Club is available during the school year only on days school is in session.

Kids Club is available before and after school hours Monday through Friday for an additional fee per 1 hour. Morning sessions are from 6:45 am until the beginning of class and the afternoon program is from 3:00pm until 6:00pm.

Afternoon sessions are not available for ½ day preschool programs.

Fee Schedule

\$20 FAMILY REGISTRATION IS DUE BEFORE ENROLLED IN Kids Club

Drop off Time	1 child	2 children	3 children	4 children
6:45am – 7:45am	\$5.00	\$10.00	\$15.00	\$20.00
Pick up Time	1 child	2 children	3 children	4 children
3:00pm – 3:30pm	\$1.00	\$2.00	\$3.00	\$4.00
3:00pm – 4:00pm	\$5.00	\$10.00	\$15.00	\$20.00
3:00pm – 5:00pm	\$10.00	\$20.00	\$30.00	\$40.00
3:00pm – 6:00pm	\$15.00	\$30.00	\$45.00	\$60.00

A serious late fee is assessed for pick up after 6:00 PM. Each ten minute interval after 6:00 PM is billed an additional \$10.00 per child.

Ratios

3 year old program	1 staff for every 8 children
4 year old program	1 staff for every 10 children
Junior Kindergarten – school age	1 staff for every 18 children

All ratios must be based on the age of the youngest child in the room at the time.

Arrival and Dismissal

Morning: When you arrive with your child in the morning, you will walk to the cafeteria for check in to Kids Club.

Afternoon Arrival in Kids Club: Each child must sign in to Kids Club in the cafeteria immediately after school. They may then proceed to any planned special program. Immediately after the special program the child must return to the cafeteria.

Afternoon Pickup: When you arrive for pick-up, sign your child out at the front desk. The front desk staff will call your child to the office.

Typical Daily Routine

PRESCHOOL - 1st GRADE SCHEDULE

2:45 - 3:15 p - Library - free play
3:15 - 3:40 p - Gym
3:40 - 4:00 p - Cafeteria for snack
4:00 - 5:00 p - Playground
5:00 - 6:00 p - Cafeteria

2nd - 8th GRADE SCHEDULE

3:00 - 3:30 - Cafeteria - Snack
3:30 - 4:00 - Library for homework
3:40 - 5:00 - Playground/gym
5:00 - 6:00 - Cafeteria

Discipline

Positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation shall be used. All of the following means of punishment shall be prohibited:

- o Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- o Restricting a child's movement by binding or tying him or her.
- o Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- o Depriving a child of meals, snacks, rest or necessary toilet use.
- o Excluding a child from outdoor play or other gross motor activities.
- o Excluding a child from daily learning experiences.
- o Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

Children learn social behaviors from others every day; how to play, how to interact with classmates, how to solve problems, how to cope with their feelings, etc. If a child's behavior harms or endangers another child or property, he/she will be given a warning and we will discuss the situation together. Depending on the situation, a phone call home may be needed to discuss solutions.

Snacks and Lunch

Kids Club does not provide food for children. **Any food items, lunch boxes, and water bottles for Kids Club must be labeled with the child's first and last name and current date.** Please label snacks PM, or Kids Club.

Healthy snack ideas include fruit, vegetables, cheese, pretzels, goldfish or graham crackers, etc.

Program Licensing Notebook

The licensing notebook containing all of the licensing inspections and special investigation reports, as well as related corrective action plans will be available to parents during regular school hours. This is located in the Preschool/Kids Club Director's office. Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at www.michigan.gov/michildcare.

Staff and Volunteer Guidelines-

In compliance with both the State of Michigan and the Archdiocese of Detroit, the following must be completed for ALL individuals volunteering in the school:

- **Volunteer/Personnel Criminal History Background Check**

Criminal background checks will be done free of charge for anyone who volunteers for school or parish functions involving children including scouts, athletics, and classroom activities. All preschool volunteers will also be run through the public sex offender registry. If the volunteer is registered on the public sex offender registry (PSOR) they will be prohibited from having contact with any child in care. ALL INFORMATION WILL BE KEPT CONFIDENTIAL.

- **Protecting God's Children (PGC) Workshop**

As a school, we value the safety of the children in our care, as well as our employees and volunteers and the people whom we serve. Our school strives to provide a faith-filled and safe environment for all of our youth. This includes required participation in a Protecting God's Children workshop within six months of a staff member or volunteer (aged 18 years and older) assignment, if the potential exists for contact with children or youth. This is taken once. Upon completion a record is kept in a database. If you have completed this class for another school or organization please inform administration so a record can be found. If not, completion is required before interaction with children is allowed. Classes can be found at www.virtus.org.

- **Volunteer/Personnel mandated reporting**

All volunteers and staff of Guardian Angels are mandated reporters. They are aware that child abuse and neglect is against the law. They are aware of the school's policy on Abuse and Neglect and are required by law to immediately report suspected abuse and neglect to Child Protective Services.

Maintenance of Premises

As part of the Guardian Angels Catholic School Pest Management Program, pesticides are occasionally applied. The goal of this pest management policy is to provide a safe and healthy learning environment that is relatively pest-free with the least possible use of pesticides. Pests are controlled to protect the health and safety of students, staff and volunteers and to maintain a productive learning environment and maintain the integrity of school buildings and grounds. Routine pest inspection takes place by Accurid/Orkin on the fourth Tuesday of the month. Should a pesticide application be required, parents will be notified 24 hours in advance, both in writing and by email prior to the application. This notification will include information about the pesticide, including the target pest or purpose, approximate locations and the date the application will be made. Liquid spray or aerosol insecticide applications will not be performed in a room unless the room will be unoccupied by children for not less than 4 hours or longer if required by pesticide label use directions.

For questions regarding pesticide application notifications, please call the school office at 248-588-5545. In addition, the National Pesticide Information Center (NPIC) answers questions about pesticides from 9:30am – 7:30pm seven days a week except holidays at 1-800-858-7378.

Admission/Withdrawal Policy

Children may be admitted to the Kids Club program by filling out a registration form and paying the appropriate non-refundable deposit to hold their spot for the upcoming school year. The family will specify times care is needed. It is expected that a child attends only on the contracted day. Should you choose to withdraw your child from the program, a written notice is required. Your deposit will not be refunded.

All children are expected to follow reasonable guidelines for behavior. Any issues will be discussed with parents as soon as possible.

Weather or Emergency Related Closings

If the school is closed due to inclement weather or other emergencies, Kids Club will be closed.

Evacuation Policy

Should an evacuation become necessary, all planned emergency procedures will be followed. The school will notify parents with an automated call and email with directions on how to pick up their child. Emergency contacts will be notified if a parent fails to respond within an hour. Specific evacuation plans will be made for children with special needs.

Absence

If your child will not be attending Kids Club on their scheduled day, please contact the office at (248) 588-5545. Absences not due to illnesses, such as doctor appointments, must also be reported. If your child will be absent due to vacation, please let the school office and the teacher know, so we can plan accordingly.

Illness

Our first priority is providing a healthy, safe learning environment for all children. A child or staff member who becomes ill while at school must be removed from the classroom in order to limit the exposure of other children to a communicable disease. An ill child will be sent to the office to wait for a parent or guardian to arrive.

Children/staff will be sent home as soon as possible if any of the following is experienced:

- **Fever** of 100 or greater; students must be fever free for 24 hours without fever reducing medication.
- Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing.
- **Diarrhea** that is not associated with diet changes or medication; child may not return until diarrhea episodes stop for 24 hours or the continued diarrhea is deemed not to be infectious by a licensed healthcare professional.
- **Vomiting**: The student may not return until the vomiting has resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the individual is not in danger of dehydration.
- Persistent abdominal pain that continues for more than 2 hours.
- **Pinkeye (conjunctivitis)**: The student may return after treatment has been initiated for 24 hours and the eye does not weep.
- **Head lice**: The student may return after treatment and elimination of eggs and/or bugs.
- **Scabies**: the student may return after treatment has been completed.
- **Tuberculosis**: The student may return after the health care provider states that the individual is on appropriate therapy and can attend school.

- **Impetigo:** The student may return 24 hours after treatment has been initiated.
- **Hand foot and mouth:** The student may return once sores have dried and crusted and the child is fever free.
- **Strep throat:** The student may return after 24 hours of antibiotic treatment and the child is fever free.
- **Chicken pox:** The student may return when all sores have dried and crusted (usually 6 days).
- **Pertussis:** The student may return 5 days after appropriate antibiotic treatment has been completed.
- **Mumps:** The student may return 9 days after the onset of symptoms and the child is fever free.
- **Measles:** The student may return 4 days after the onset of the rash.
- **Rubella:** The student may return 6 days after the onset of the rash.
- **Unspecified respiratory tract illness accompanied by another illness which requires exclusion.**

Guardian Angels reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed healthcare professional stating that the child is not contagious.

Health Appraisal

A current Health Appraisal form must be on file at the office. If your child is not in good health, please inform the office.

Notice of Exposure and Reporting Disease

If a child or staff member is found to have a communicable disease, a notice will be sent home to all affected classrooms.

Accident/Injuries/Incident

If a child has an accident, becomes injured or an incident occurs, while at school, the school may attempt to contact the parent(s) at all available telephone numbers and/or email. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick-up persons on the Child Information Record will be notified.

Children who have a serious accident, seriously injured or are involved in a serious incident will be sent to the office and remain under the supervision of administration until a parent arrives. Additionally, a Child Care Accident/Injury/Incident Report will be provided to the parent for their signature and a copy will be retained in the student's file.

Immediate Medical Attention

Should a child require immediate medical attention, the staff member who witnessed the emergency situation will remain with the injured child and instruct the nearest adult to call 911 and notify administration. They will accompany the child to the hospital, bringing the Child Information Record.

Staff may not transport an ill and/or injured child in a personal vehicle.

Immunization

Guardian Angels Catholic School, in unity with the Oakland County Health Department, requires all students to be properly immunized. Students not immunized will be excluded from school until either immunization is acquired or a waiver is obtained from the Health Department on behalf of the child.

Medication Authorizations/Special Healthcare Needs

Children who require medications must have a Release for Dispensing of Medications form completed and signed by a parent and their healthcare provider. This form will be kept on file in the office where medication is held and administered. All medications must be in their original container with the prescription label attached with the child's first and last name, physician's name and dates to administer.

Parents/guardians must notify the administration, main office, and teachers of any special health care needed for their child. Special equipment, if needed, will be kept in the main office. A plan will be developed for students on an individual basis for what is to happen during an emergency drill.

If you choose to send in sunscreen, please refer to the Written Information Packet Documentation form.

Allergies

Parents need to make all staff (including Kids Club) aware if their child has an allergy. An Allergy Action Plan, signed by a professional healthcare provider, must be available. If your child has an Epi-Pen, it must have the prescription label on the pen itself and on the box. Copies of action plans will be given to the main office and other appropriate staff. ***Due to possible nut allergies in the classroom, do not send snack/lunch items that have peanuts, tree nuts, or peanut butter in them.**

Confidentiality

All information given on forms and in discussions will be treated as confidential. Information in children's files, including health, family needs, and behavior will only be made available to appropriate staff and the child's parents.

Our Mission is to proclaim Jesus Christ through sacraments and prayer by teaching Christ-centered values while encouraging academic excellence and social justice within our Catholic community.

Angel of God my Guardian dear,
To whom God's love commits me here
Ever this day be at my side,
To light and guard, to rule and guide.
Amen